

Zeta Phi Beta Sorority, Inc. – Great Lakes

2013 Regional Chapter Report Competition

*79th Annual Great Lakes Regional Conference
Indianapolis, IN • April 25th – April 28th 2013.*

Greetings Sorors, Amicae & Youth of the “Greater” Great Lakes Region!

What an exciting time of year this is as we prepare to travel to our 79th Annual Great Lakes Regional Conference in Indianapolis, IN April 25th – April 28th 2013.

It is my pleasure to serve as the Chair for the ***REGIONAL CHAPTER REPORT COMPETITION***. Zeta chapters (Graduate and Undergraduate), our Amicae and Youth auxiliaries are invited to participate in the 2013 competition which will recognize the excellence within our chapters/auxiliaries.

In preparing for the upcoming conference, the following criteria and guidelines have been put in place to assist your chapter and/or auxiliary with submitting a stellar report. The playing field is even, so it's up to you Sorors, Amicae and Youth, to let your creativity shine!

State Directors are asked to submit names and contact information of no more than two (2) Sorors (Graduate and/or Undergraduate) to serve on the committee no later than **April 01, 2013**. Names can be submitted from State Directors to my email at blackqueennv@yahoo.com. To ensure fairness, only two Sorors per state will be permitted to judge.

If at any time you have any questions or need further clarification, please do not hesitate to contact me.

Best of luck to all of you and safe travels to Indianapolis!!!!

Sisterly,

Victoria May

Victoria May
Chair, Regional Model Chapter Report Committee

Chapter Report Competition

CRITERIA AND GUIDELINES

The Competition

All active & financial chapters/auxiliaries within the Great Lakes Region are strongly encouraged to participate in the **2013 REGIONAL CHAPTER REPORT COMPETITION** during the 79th annual Great Lakes Regional Leadership Conference. We know your chapter/auxiliary has had stellar programs and exemplified the principles of our great sorority in the most phenomenal way. We can't wait to see! *Remember, this is not the Scrapbook competition; however, we encourage you to enter that as well. All materials for this competition must be typed, double spaced and bound together in report form. Pretend you are presenting your annual report to investors and stockholders.*

Why the change from “Model Chapter Report” to “Regional Chapter Report Competition?”

Why not? With the number of great things that you are doing in your respective chapters and auxiliary groups, it is important to recognize your work! Regional leaders want to make sure that chapters and auxiliaries have their “time to shine” and be recognized for everything they are doing on all levels of the sisterhood.

Preparing your report

Preparing your chapter's or auxiliary's report should be a fun time for reflection and embellishment for your members! This report should not be a chore or burden for one person. The committee encourages creativity in organizing your report. The preparation of the report can be simple by encouraging chapter chairpersons to write their respective sections and submit them to the chapter report “coordinator.” The information below may be used as a basic guide when preparing your report; however, you are encouraged to dig deep, be detailed, and show your creativity through your presentation. Identification and record of the size of your chapter is necessary to compare and categorize those chapters that differ in the size of membership.

(See “How will my chapter's/auxiliary's report be judged and/or graded?”)

1. All reports must have the chapter's name and/or auxiliary information for identification purposes and be labeled **2013 REGIONAL CHAPTER REPORT COMPETITION**.
Cover sheets must be submitted with reports.
2. All reports must outline and incorporate the following: Zeta Principles, National Programs, National Observances, the International Grand Basileus' National Programmatic Thrust, the Regional Director's Programmatic and Organizational Focus, Conferences, Awards and Honors, Greek Unity and Collaboration, sponsorship of Undergraduate Chapters and Auxiliaries (**Graduate Chapters only**), Campus activities (**Undergraduate Chapters only**), Community activities, collaboration and coordination with other Greek auxiliaries, youth groups and community organizations (**Amicae and Youth Auxiliaries only**). In addition, all reports will be judged on organization, grammar, originality/creativity, and overall presentation.
BE CREATIVE!!!!
3. Supporting documents (thank you letters, letters of appreciation, programs, flyers, marketing and advertisement materials) for any chapter and/or auxiliary (co)sponsored activities are **strongly** encouraged to accompany your report.
4. Reports should be organized in an orderly and neat fashion. A table of contents is always helpful and allows information to be found more easily.
5. All reports must be typed.

Chapter Report Competition

Submitting your report

All chapters and groups entering the competition must submit their own reports (with the appropriate identification form) to the designated location by the designated time. **To ensure safe arrival, all chapters are asked to transport their own reports to the Regional Conference. The Chair will not accept reports electronically, nor via USPS, prior to or during the conference. Entries not following the specified guideline or containing inappropriate material will be disqualified.**

Who are the Judges?

No later than **April 01, 2013**, State Directors are asked to submit names and contact information of no more than two (2) Sorors (graduate and/or undergraduate) to serve on the committee. Names can be submitted from State Directors to the Chair at blackqueennv@yahoo.com. To ensure fairness, only two Sorors per state will be permitted to judge and will be accepted on a first come, first serve basis from the State Directors. The Chair will serve as the facilitator only, coordinating the process and not holding a vote during the review of reports.

CRITERIA AND GUIDELINES

How will my chapter's report be judged and/or graded?

Each submitted report will be evaluated no more than three (3) times by committee members. Committee members are not allowed to judge/grade their own chapter's reports nor reports from their respective states. Graduate Sorors will be asked to judge undergraduate chapters, Amicae and youth groups. Undergraduate Sorors will be asked to judge graduate chapters, Amicae and youth groups. The judges will evaluate the chapter reports using the following grading procedures. **Total possible points: 200 points.**

Grading category	Possible points
Organization and Overall Presentation (includes grammar, creativity, and judge's perception)	50 pts.
Exemplifying Zeta Principles	20 pts.
National Programs	20 pts.
National Observances	20 pts.
International Grand Basileus Programmatic Thrusts	10 pts.
Regional Director Programmatic and Organizational Focus	10 pts.
Conferences	10 pts.
Awards/Honors/Recognitions on all levels	10 pts.
Greek Unity (Graduate and Undergraduate Chapters only)	10 pts.
Sponsorship of Undergraduate chapters and/or Auxiliaries (Graduate Chapters only)	10 pts.
Campus Activities (Undergraduate Chapters only)	10 pts.
Collaboration and coordination with other Greek auxiliaries, youth groups, schools and community organizations (Amicae and Youth Auxiliaries only)	10 pts.
BONUS POINTS -any unique, stellar extraordinary events sponsored	10 pts.

Chapter Report Competition

Award Categories-

*Chapters with 26 and above members

(Graduate and Undergraduate awarded separately)

*Chapters with 10-25 members

(Graduate and Undergraduate awarded separately)

*Chapters with less than 10 members

(Graduate and Undergraduate awarded separately)

*Amicae (**only**)

*Archonettes (**only**)

*Amicettes & Pearlettes (**combined**)

Deadlines and Timelines-

April 01, 2013- State Directors to submit names of two (2) judges for the judging committee. Names are to be submitted to the Chair, Soror Victoria May @ blackqueennv@yahoo.com.

April 26, 2013- Chapters and groups entering the competition must submit reports to the designated location by the designated time.

April 26-27, 2013- Committee to judge Chapter Reports.

April 27, 2013- Winners will be announced during Business Session II by committee and chair.

Chapter Report Competition

COVER SHEET

Chapter/Auxiliary Name _____ Institution Name (if applicable) _____

Chapter address _____ City _____ State _____ Zip _____

Sponsoring chapter (if applicable) _____

Submitted by _____ Date _____

Contact information (include cell phone and hotel room number) _____

Please check the appropriate category below:

Graduate Chapters only:

- Graduate chapter less than 10 members
- Graduate chapter 10-25 members
- Graduate chapter 26+ members

Undergraduate Chapters only:

- Undergraduate chapter less than 10 members
- Undergraduate chapter 10-25 members
- Undergraduate chapter 26+ members

Auxiliary Groups only:

- Amicae
- Archonettes
- Pearlettes & Amicettes

For committee use only:

Date: _____
Received by: _____ Chapter: _____ <small>Print Name</small>
Location received: _____
Time received: _____

Chapter Report Competition

Judge's Name: _____

Judge's Chapter: _____

Chapter/Auxiliary Being Judged: _____

City, State: _____

Category: *(Please mark the appropriate category)*

- Graduate chapter less than 10 members
- Graduate chapter 10-25 members
- Graduate chapter 26+ members
- Undergraduate chapter less than 10
- Undergraduate chapter 10-25 members
- Undergraduate chapter 26+ members
- Amicae
- Archonettes
- Pearlettes & Amicettes

Total possible Points: 200 points *(Please use the judging sheet on the back to determine points received)*

Points received: _____ /200 points

Overall Comments:

Grading Category	Possible Points	Awarded Points
Organization and Overall Presentation (includes grammar, creativity, and judge's perception) (all entries) <i>Comments:</i>	50 pts.	
Exemplifying Zeta Principles (all entries) <i>Comments:</i>	20 pts.	
National Programs (all entries) <i>Comments:</i>	20 pts.	
National Observances (all entries) <i>Comments:</i>	20 pts.	
International Grand Basileus Programmatic Thrusts (all entries) <i>Comments:</i>	10 pts.	
Regional Director Programmatic and Organizational Focus (all entries) <i>Comments:</i>	10 pts.	
Conferences (all entries) <i>Comments:</i>	10 pts.	
Awards/Honors/Recognitions on all levels (all entries) <i>Comments:</i>	10 pts.	
Greek Unity (Graduate & Undergraduate Chapters only) <i>Comments:</i>	10 pts.	
Sponsorship of Undergraduate Chapters and/or Auxiliaries (Graduate Chapters only) <i>Comments:</i>	10 pts.	
Campus Activities (Undergraduate Chapters only) <i>Comments:</i>	10 pts.	
Collaboration and coordination with other Greek auxiliaries, youth groups, schools and community organizations (Amicae & Youth Auxiliaries only) <i>Comments:</i>	10 pts.	
Bonus Points (all entries) any unique, stellar extraordinary events sponsored <i>Comments:</i>	10 pts.	
Total Possible Points	200 points	

